



# DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT

Researching  
Business Opportunities in  
District of Columbia Government

Vonetta B. Martin, Business Development Specialist  
*As of August 12, 2010*








[www.dslbd.dc.gov](http://www.dslbd.dc.gov)

## Topics of Discussion

1. **Tools & Tips Used for Researching DC Government Business Opportunities**
2. **Know Your Client— “District of Columbia Government”**
3. **District Government Business Opportunities**
  - ☐ **Finding**
  - ☐ **Accessing**
4. **Researching District Government Business Opps through DSLBD’s Division of BOAC**
5. **Question & Answer Period**

# 1. Research Tools for Finding Business Opportunities

- ❑ Your Time 
- ❑ The internet
  - ❑ DC.GOV 
  - ❑ HTTP:// OCP.DC.GOV
  - ❑ Google
- ❑ A functioning email address 
- ❑ Business capabilities statement
- ❑ Telephone 
- ❑ A Calendar
  - ❑ (i.e. Microsoft Outlook) 
  - ❑ Dry Erase Monthly Calendar
- ❑ DSLBD's monthly Biz Opps eNewsletter
- ❑ Follow-through



# 1. Tips for Finding District Government Biz Opps!

!



## Know:

- ☐ Your client.
- ☐ The right tools to use.
- ☐ Who, What, When, Where, Why, and How.
- ☐ The demand and/or need for your type of business.

## Understand:

- ☐ The process for procuring your goods and/or services ( i.e. time tables, desired certifications, etc.)
- ☐ The communication channels and flow of information *used* by the District government in disseminating solicitations.
- ☐ Change is always happening.

## Always communicate with the right people:

- ☐ Procurement managers
- ☐ Procurement officers
- ☐ Contract specialists

## Network:

- ☐ At roundtable sessions of interest to your business model.
- ☐ Business opportunity events

## 2. Knowing Your Client: 'District of Columbia Government'

The central warehouse for doing business  
with District Government is:  
***the Office of Contract & Procurements (OCP)***

OCP Serves this Amount of District  
Government Agencies Directly (i.e. these  
agencies are subject to PPA & OCP Authority):

**55**

As of FY 2010 (October 2009) district  
government agencies with independent  
procuring authority amount to:

**27**

(i.e. these agencies are not subject to PPA &/or OCP Authority). This  
means their own procurement systems, a specific Chief Procurement  
Officer, & results in direct marketing for CBE firms.

District Government's Fiscal Year is:  
***October 1<sup>st</sup> through September 30<sup>th</sup>***

OCP organizes its opportunities through the following  
6 commodity groups &

DC Supply Schedule:

***Services , Goods, Transportation & Specialty Equipment,  
Information Technology, Roads & Highway Structure,  
Construction.***

Procurement Methods Offered:

***Competitive Sealed Bids (IFB- Invitation for Bids);  
Competitive Sealed Proposals (RFP- Request for Proposals);  
Small Purchases (RFQ- Request for Quotes);  
DC Supply Schedule;  
Federal Supply Schedule;  
Inter & Intra-Agency Agreements***

## 2. Knowing Your Client: 'District of Columbia Government'

### Set Aside Programs Offered by District of Columbia Government:

*DC government agencies are mandated to expend  
through the procurement process 50% of their  
expendable budget on SBEs  
(PUBLIC SECTOR SET\_ASIDE PROGRAM)*

*Certified Business Enterprise Agreements:  
35% CBE Utilization on projects using District  
Government land or financing  
(PRIVATE SECTOR SET\_ASIDE PROGRAM)*

### Is there a forecast of opportunities done by District Government?

*OCP forecasts opportunities annually. Currently they  
have FY 10 online. Search for opportunities by type  
of commodity or agency.*

Businesses are notified of solicitations primarily  
through [ocp.dc.gov](http://ocp.dc.gov) and local newspapers like the  
following:

*The Washington Times classified section;  
Afro American,  
Washington Hispanic,  
El Pregonero,  
The Washington Examiner,  
The Washington Post,  
Asian Fortune, and  
Capital Community News (Hill Rag, East of the River  
and DC North).*

### How can I register to procure my goods and/or services with District government?

*Businesses register to procure business in the District with  
DCRA and OCP:*

*ARIBA - open market (<http://supplier.Ariba.com>) and  
DC Supply Schedule, CBE firms only.*



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## 2. “The Procurement Process”

- ❑ Practical Procurement User's Guide \*  
<http://ocp.dc.gov/ocp/cwp/view,a,1296,q,639369,ocpNav,%7C32644%7C.asp>
- ❑ **Google the words: Chapter 3, Procuring Goods and Services, OCP**
- ❑ The client which we will assume are the various District of Columbia Government agencies & offices have a need, which must be fulfilled.
- ❑ The agency or office places a request through OCP.
- ❑ OCP then communicates with that agency to create an RFP or solicitation.
- ❑ The RFP or solicitation is then placed online at ocp.dc.gov (i.e. Vendor Portal) and advertised in various newspapers.
- ❑ OCP's procurement process is ongoing and it is an on demand basis.
- ❑ Solicitations are available year round throughout each fiscal year for district government.

### **3. Where to Find the Biz Opps...**

#### **The World Wide Web**

**Look under Services of OCP's website :**

[ocp.dc.gov](http://ocp.dc.gov)

Live Video Broadcast of OCP Bid Openings

1) BID Opening Schedule

*Managed by OCP*

**Look under Vendor Portal of OCP's website**

**[ocp.dc.gov](http://ocp.dc.gov)**

1) Business Opportunities:

Index of Business Opportunities

*Managed by OCP*

2) Index of RFQ and RFTOP Listing

*Managed by OCP*

**Look under [dslbd.dc.gov](http://dslbd.dc.gov)**

**Information in**

**Business Opportunities & Access to Capital's**

1) Current Projects

CBE Agreements and

2) DSLBD press release section of homepage

*Managed by DSLBD*



**[www.dslbd.dc.gov](http://www.dslbd.dc.gov)**



3.

## The New Face of OCP.DC.GOV

Contact Us | Subscribe to Emails | Agency Directory | Call 311

Service Request Center | Area Residents | Business & Non-Profit | Visitors | Media | Government

DC Home > OCP Home

Office of Contracting and Procurement

Language: Español | Français | 𐄂𐄂 | Tiếng Việt

About OCP  
Vendor Support Center  
Citizens and Consumers  
e-Library

OCP Featured Programs

track DC.gov | Bid Opening | ITSA IT Staff Augmentation | DC Supply Schedule | Solicitation | DATA CATALOG

David Gagan Welcomes You to OCP

DC Office of Contracting & Procurement  
8AM TO 5:30 PM - MONDAY THRU FRIDAY  
441 4TH STREET, N.W., SUITE 700 SOUTH  
WASHINGTON DC 20001

OCP Highlights

OCP 2010 Vendor Appreciation Day  
OCP will host this event to thank vendors. (more)

e-Library  
Our online source for procurement document information (more)

  
OFFICE OF CONTRACTING AND PROCUREMENT  
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of Contracting and Procurement

**DSLBD**  
DC Department of Small & Local Business Development

[www.dslbd.dc.gov](http://www.dslbd.dc.gov)

### 3. Finding Business Opportunities through OCP's New Website

**Vendor**   
**Registration**

 **BiD Openings**  
  
**Live Video Broadcast**

**track**  
**DC**   
**.gov**

**DC**  
**Supply**  
**Schedule**

**Solicitation**

  
**DATA**  
**CATALOG**

**e-Library**



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# 3. <http://ocp.dc.gov/DC/OCP/About+OCP/Who+We+Are/Agencies+Served>

## DISTRICT AGENCY PROCUREMENT AUTHORITY (as of 2/23/10)

#	Agencies Subject to PPA and OCP Authority <sup>1</sup>	Agencies Subject to PPA but Independent from OCP	Agencies Exempt from PPA and OCP Authority
1	Alcoholic Beverage Regulatory Administration	Child and Family Services Agency <sup>2</sup>	Commission on Judicial Disabilities and Tenure
2	Board of Appeals and Review	Department on Disability Services <sup>2</sup>	Council of the District of Columbia <sup>1</sup>
3	Board of Elections and Ethics	Department of Mental Health <sup>3</sup>	Criminal Justice Coordinating Council <sup>2</sup>
4	Board of Real Property Assessment and Appeals	D.C. Lottery and Charitable Games Control Board	D.C. Court System <sup>1</sup>
5	Commission on the Arts and Humanities	D.C. Public Schools <sup>2</sup>	D.C. Housing Authority <sup>2</sup>
6	Contract Appeals Board	Office of the Chief Financial Officer <sup>2</sup>	D.C. Public Library <sup>4</sup>
7	D.C. National Guard (DC employees only)	Office of Finance and Resource Management <sup>2</sup>	D.C. Public Defender Service
8	D.C. Sentencing and Criminal Code Revision Commission (Advisory Commission on Sentencing)	Deputy Mayor for Planning and Economic Dev. <sup>11</sup>	D.C. Retirement Board <sup>2</sup>
9	Department of Consumer and Regulatory Affairs	D.C. Workforce Investment Council <sup>11</sup>	D.C. Water and Sewer Authority <sup>2</sup>
10	Department of Corrections		Housing Finance Agency <sup>2</sup>
11	Department of Employment Services		Office of Advisory Neighborhood Commissions <sup>1</sup>
12	Department of Health		Office of Public Education Facilities Modernization <sup>6</sup>
13	Department of Health Care Finance <sup>10</sup>		Office of the DC Auditor
14	Department of Housing and Community Development		Office of the People's Counsel <sup>6</sup>
15	Department of Human Resources		Police and Firefighters' Retirement and Relief Board
16	Department of Human Services		Public Service Commission <sup>2</sup>
17	Department of Insurance, Securities and Banking		University of the District of Columbia <sup>12</sup>
18	Department of Motor Vehicles		Washington Convention and Sports Authority <sup>13</sup>
19	Department of Parks and Recreation		
20	Department of Public Works		
21	Department of Real Estate Services <sup>2</sup>		
22	Department of Small and Local Business Development		
23	Department of Transportation		
24	Department of Youth Rehabilitation Services		
25	District Department of the Environment		
26	Executive Office of the Mayor		
26A	Deputy Mayor for Education		
26B	Mayor's Office of Boards and Commissions		
26C	Justice Grants Administration		
26D	Office of Lesbian, Gay, Bisexual and Transgender Affairs		
26E	Office of Risk Management		
26F	Office of Partnership and Grant Services		



# 3. Certified Business Agreements

## Sample Agreement

CBE AGREEMENT – **[INSERT NAME OF PROJECT]**

**CERTIFIED BUSINESS ENTERPRISE UTILIZATION AGREEMENT**

**THIS CERTIFIED BUSINESS ENTERPRISE UTILIZATION AGREEMENT** (this “Agreement”) is made by and between the **DISTRICT OF COLUMBIA DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT**, (“DSLBD”) and **[INSERT BORROWER]**, or its designees, successors or assigns (“Borrower”).

**RECITALS**

A. Pursuant to a Loan Agreement between the District of Columbia (the “District”) and Borrower, the District intends to issue Industrial Revenue Bonds on behalf of Borrower in the aggregate principal amount of \$ **[REDACTED]** (the “Bond Issuance”). In consideration of the Bond Issuance, Borrower intends to use the bond proceeds to finance **[INSERT NAME OF PROJECT]** (the “Project”).

B. Pursuant to the Loan Agreement, Borrower covenants that it has executed and will comply in all respects with this Certified Business Enterprise Utilization Agreement.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and agreements contained herein, the receipt and adequacy of which is hereby acknowledged by both parties hereto, DSLBD and Borrower agree, as follows:

### FYI About CBE Agreements:

- Are at least 10 pages long and discuss the 35% CBE utilization.
- Involve projects funded by District government Grant, Ground Lease, IRB, Land Transfer, Loan, PILOT-TIF, or PUD.
- Hard copies can be requested through a FOIA request.
- Has all the contact information on a project.



[www.dslbd.dc.gov](http://www.dslbd.dc.gov)

## 4. What is the division of BOAC's Role as I Develop my Business Opportunities ?

### BOAC will...

- ❑ Disseminate public and private business opportunities.
- ❑ Publicize & Assist you in becoming aware of upcoming business opportunities
- ❑ Attend conferences seeking out opportunities of interest to CBE community
- ❑ Offer a better understanding for procuring services and goods with the District of Columbia Government
- ❑ Advocate for District business participation in opportunities located in the District (public and private)
- ❑ Track Private Sector projects and assess the utilization of CBE firms. *New as of January 2010.*

### BOAC will not ...

- ❑ Write your proposals for solicitations, your business plan.
- ❑ Write RFPs, Bids, or RFTOPs because that is the duty of OCP.

## 4. BOAC Currently Offers...

### Information Based Services:

- ❑ BOAC Biz Opps monthly e-Newsletter
- ❑ Business Opportunity eBLAST
- ❑ Access to Capital Guide: Find out about loan programs at area banks\*
- ❑ Public and Private Contracting Opportunities associated with District Government funding
- ❑ Find information about the procurement process, the DC Supply Schedule, and business opportunities
- ❑ Industrial Revenue Bond
- ❑ Listings of Independent Procuring Agencies for DC
- ❑ Various Business Certifications in DC Maryland and Virginia
- ❑ Venture Capitalist Resources
- ❑ Researching DC Gov't Biz Opps Guide

### Program Activities:

- ❑ Business Roundtables
- ❑ CBE Post Certification Roundtables
- ❑ Community Outreach
- ❑ DC-Procurement Technical Assistance Center

### Support Services for CBE Firms:

- ❑ Find a CBE Today!  
Instruction Guide
- ❑ Accepts CBE Firm Grievances *(May Forward to Appropriate Staff Personnel)*
- ❑ Mediation support for grievance filed.
- ❑ Advocate on behalf of CBE Firms in Relation to a Procurement Opportunity
- ❑ One-on-one session with CBE firms
- ❑ Request for CBE Firm Information



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## Your Business Opportunities and Access to Capital Team

Antonio D. Hunter,  
Assistant Director  
[antonio.hunter@dc.gov](mailto:antonio.hunter@dc.gov)

Kimberly R. Smith,  
Business Development Specialist (BDS)  
[kimberlyr.smith@dc.gov](mailto:kimberlyr.smith@dc.gov)

Vonetta B. Martin,  
Business Development Specialist (BDS) &  
Compliance  
[vonetta.martin@dc.gov](mailto:vonetta.martin@dc.gov)

Ben Simmons, Program Director, DC-PTAC  
[ben.simmons@dc.gov](mailto:ben.simmons@dc.gov)

Tommy Davis, BDS, DC-PTAC  
[tommy.davis@dc.gov](mailto:tommy.davis@dc.gov)

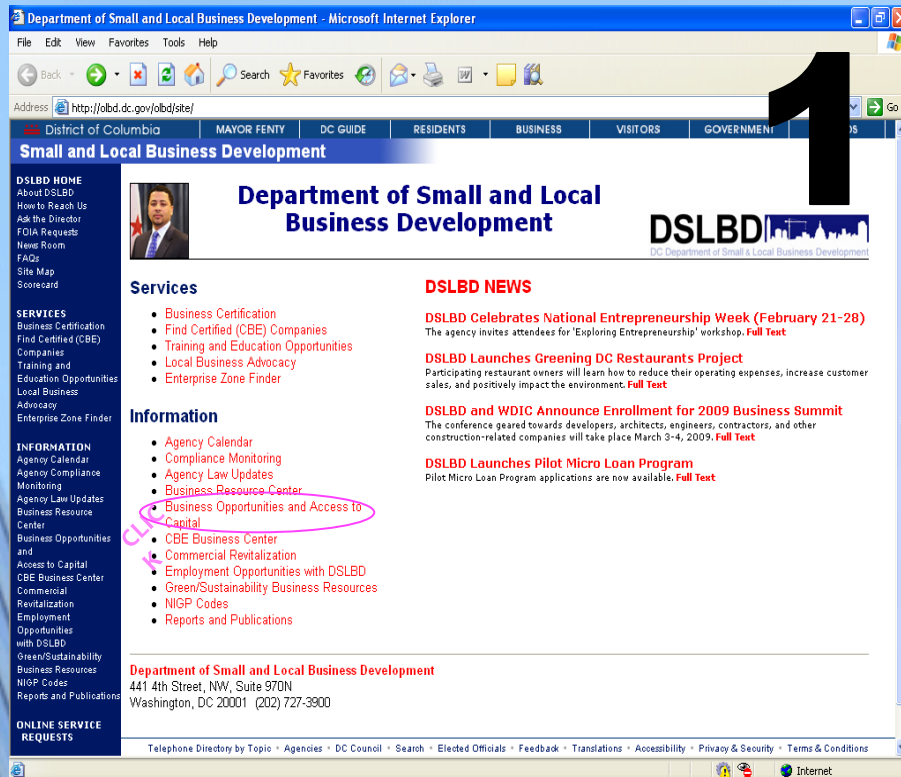
Maurice Berry, BDS, DC-PTAC  
[maurice.berry@dc.gov](mailto:maurice.berry@dc.gov)

William Gist, BDS, DC-PTAC  
[william.gist@dc.gov](mailto:william.gist@dc.gov)



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# Accessing DSLBD and the BOAC Team is Easy as 1 -2 -3!



[www.dslbd.dc.gov](http://www.dslbd.dc.gov)



**3** via telephone, mail, or fax!  
441 4<sup>th</sup> Street, NW – Suite 970N  
Washington, DC 20001  
Phone: 202-727-3900  
Fax: 202-724-3786



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# QUESTION & ANSWER PERIOD

